



## North Central District Health Department

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□ Windham—Town Hall, 979 Main Street, Willimantic, CT 06226 \* (860) 465-3033 Fax (860) 465-3034  
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Patrice A. Sulik, MPH, R.S.  
Director of Health

### NORTH CENTRAL DISTRICT HEALTH DEPARTMENT BOARD OF DIRECTORS

#### MINUTES OF REGULAR MONTHLY MEETING

February 8, 2017

Suffield Volunteer Ambulance Association  
205 Bridge Street  
Suffield, Connecticut

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**Members Present:** Diane Wheelock, Chairman, Linda DeGray, Chris Howland, Fred Journalist, Maria Whelden, Valerie Romano, Cathy Rebai, Trish Vayda, Vic Mathieu and Matt Maynard

**Members Absent:** Mary Ann Turner, Len Norton, Ben Rodriguez, Rick Zulick, Dianne Trueb, Mary Schwab, Catherine Gregory and Dawn Maselek

**Also Present:** Patrice Sulik, Director of Health

#### Call to Order/Determination of Quorum

Chairman Diane Wheelock convened the Regular Meeting at 7:00 p.m. after determining there was a quorum present.

#### Director of Health

The Public Health Nursing Position and plan for the pilot program for the Public Health Nurse were discussed. It was noted that the Emergency Preparedness grant would be able to cover the majority of the expenses for the current fiscal year and the majority of the flu clinic expenses for setting up flu clinics, aside from vaccine expense. If the pilot program moves forward, salary steps should be created for the position.

#### By-Laws Changes and Additions

By-laws were reviewed and changes were proposed (see attached sheet). They will be voted on at March Regular Meeting of the Board.

#### MOTION

Linda DeGray made a motion, seconded by Vic Mathieu, to re-allocate \$5,064.86 that was Medical Reserve Corps (MRC) grant funding that was carried over from June 2104, but not

clearly identified as MRC funding as per the auditor's recommendation. The motion carried unanimously.

### **MOTION**

Chris Howland made a motion, seconded by Vic Mathieu, to reinvest the CD due to mature on February 11, 2017 with Webster Bank at 1.5% for 16 months. \$100,903.44 was placed into an 11-month CD on March 11, 2016 at 1.10%. The balance as of January 24, 2017 was \$101,305.84 The motion passed unanimously.

### **Finance Committee**

Maria Whelden suggested that since we have the first six months of the fiscal year completed, this would be a good time to re-forecast the budget. She will e-mail proposed changes to the Board for the next meeting.

### **MOTION**

To correct an error for the description and steps for administrative staff, Chris Howland made a motion, seconded by Maria Whelden, that the NCDHD Board does hereby approve denoting the two administrative staff positions that are labeled as "salaried" to hourly to conform with their offer letters and manner of being paid. The motion carried unanimously.

### **Adoption of Minutes**

The Chairman of the NCDHD Board of Directors waived the reading of the Minutes of the Regular Meeting of the NCDHD Board on December 14, 2016 and asked for changes or discussion. There being none, the Minutes of December 14, 2016 were approved by a vote of 9-0-1 with Matt Maynard abstaining.

The Chairman of the NCDHD Board of Directors waived the reading of the Minutes of the Public Hearing of the NCDHD Board on January 18, 2017 and asked for changes or discussion. There being none, the Minutes of the Public Hearing of January 18, 2017 were approved by a vote of 5-0-5 with Matt Maynard, Chris Howland, Linda DeGray, Diane Wheelock and Fred Journalist abstaining.

The Chairman of the NCDHD Board of Directors waived the reading of the Minutes of the Special Meeting of the NCDHD Board on January 18, 2017 and asked for changes or discussion. There being none, the Minutes of the Special Meeting of January 18, 2017 were approved by a vote of 5-0-5 with Matt Maynard, Chris Howland, Linda DeGray, Diane Wheelock and Fred Journalist abstaining.

**Next Board Meeting**

The next Board meeting will be held March 8, 2017, at the East Windsor Town Hall.

**Executive Session**

Chris Howland made a motion, seconded by Cathy Rebai, to go into Executive Session. The motion carried unanimously and the Board went into Executive Session at 8:17 p.m.

Respectfully submitted,

Patrice Sulik  
Secretary/Treasurer